

NATIONAL CHUNG HSING UNIVERSITY

Regulations Governing Venue Usage and Rentals at Startup@NCHU

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Article 1 National Chung Hsing University’s (hereinafter, NCHU or “the University”) Academia-Industry Collaboration Center (“the Center”) has formulated the *Regulations Governing Venue Usage and Rentals at Startup@NCHU* (“the Regulations”) to strengthen the management of venue usage at Startup@NCHU.

Article 2 In principle, venues at Startup@NCHU shall be reserved for entrepreneurship-related educational activities, speeches, lectures, seminars, workshops, startup counseling, professional consulting, and other related activities.

Article 3 The provisions herein shall apply to the following venues:
 Venues available to non-NCHU units: Startup@NCHU Exhibition Hall on 1F and Rooms 301/302/303 on 3F
 Venues available only to Startup@NCHU residents and entrepreneurial project teams: Room 201 on 2F and Room 305 on 3F

Article 4 Venue rental procedures and rules:

1. Those wishing to reserve a venue shall visit the Startup@NCHU website to fill out an application at least two weeks prior to the scheduled rental date and then submit the completed application together with any supporting documents (such as event proposals, websites, posters, etc.) to the Center’s Business Startup and Incubation Division (“the Division”) for review.
2. If the application is approved, the Division will issue a payment notification to the applicant, who shall settle the payment at the Cashier Division within three days. After payment is made, the applicant must present the receipt to the Division in proof of payment to complete the reservation. Failure to do so will result in cancellation.
3. Priority will be given to the Division, followed by Startup@NCHU residents, and then external units. If two or more units with the same priority level wish to rent the same venue, the unit that submits the application first will be given primary consideration.
4. In the event that the applicant is unable to use a reserved venue for any reason, they shall notify the Division at least two days in advance to change the reservation date.
5. Barring natural disasters and other force majeure events, applicants who wish to cancel a reservation must notify the Division at least two days in advance to receive a 50% refund of the security deposit and a full refund of venue fees without interest.
6. Applicants canceling a reservation without prior notice will forfeit their venue fees.

Article 5 Venue fee regulations:

1. Rental sessions:
 - 1) Venues are available Monday through Sunday, except on national holidays.
 - 2) Rentals are calculated on a per-session basis:
 Morning: 8 a.m. – 12 p.m.; Afternoon: 1 – 5 p.m.; Evening: 6 – 10 p.m.
2. Fee standards:
 - 1) Venues available to external units:

Venue (Area and capacity)	Applicant	Non-NCHU unit	NCHU unit
		Venue fee	Venue fee
Startup@NCHU Exhibition Hall		NT\$6,000 per session	NT\$3,000 per session
Rm. 301 (Incl. equipment; not incl. supplies) <u>Rm. 302</u> (39 m ² ; seats 20 people)		NT\$3,000 per session	NT\$1,500 per session
<u>Rm. 303</u> (79 m ² ; seats 60 people)		NT\$4,000 per session	NT\$2,000 per session

- 2) Room 201 (39 m²; seats 20 people) and Room 305 (79 m²; seats 48 people) are available free of charge provided that the renting unit does not charge any third parties a fee to use the venues.
 - 3) In principle, the Startup@NCHU Exhibition Hall and Rooms 301/302/303 are available to residents without charge and to collaborating units for a cleaning fee of NT\$1,000 per venue per rental. However, any units that charge third parties to use the venue will be subject to the standard venue fees applicable to NTNU units.
3. Venue fee rules:
- 1) Users will incur an overtime fee if the activity runs overtime by 30 minutes or more. The fee will be calculated based on the equivalent hourly rental rate. Partial hours shall be rounded up.
 - 2) Venue rentals outside of normal business hours will incur a NT\$400 surcharge per session and a NT\$100 surcharge for each hour of overtime use. Partial hours shall be rounded up.
 - 3) Applicants who use a venue for commercial or profit-making purposes shall be subject to a 50% venue fee surcharge.
 - 4) Vehicle parking fees incurred by event participants shall not be included in the venue fee and shall be paid for separately by the applying units.
 - 5) Venue fees shall be waived for courses and events co-organized by an applying unit and the Division. The same shall apply to courses and events organized under a project co-executed by an applying unit and the Division.

Article 6 Venue usage guidelines:

1. Renters shall keep the rented venues clean and may not leave any personal belongings or trash behind. They must restore the rented venues to their original condition after use. Any items remaining in a rented venue that are not retrieved by the renter following notification by the Division will be disposed of as unclaimed property.
2. Renters shall help maintain order, public safety, and cleanliness both within and around the rented venue, and they shall follow the instructions of the venue manager.
3. Except where express permission is obtained, renters may not set up ticket booths or stalls or put up posters, promotional banners, or advertisements around a rented venue. Approved posters, promotional banners, and advertisements must be removed immediately following the conclusion of the event.
4. Renters shall notify the Division of any defective or damaged equipment before using the rented venue.
5. During the rental period, renters are responsible for safeguarding the rented venue and any equipment contained therein. In the event of damage to or loss of equipment, renters shall be responsible for restoring the equipment to its original condition or indemnifying the Division for the cost of doing so.

Article 7 Applicants who are found to have committed any of the following offenses may have their venue rental rights suspended immediately by the Division for a period of one year, and shall forfeit any and all fees paid:

1. Transferring venue usage rights to a third party which is not the applying unit
2. Using a rented venue for a purpose inconsistent with that stated on the application
3. Holding events that may be potentially hazardous to the health of others or to the structural integrity of the building
4. Subletting or lending a rented venue to a third party
5. Intentionally damaging shared property
6. Violating any of the provisions stipulated herein
7. Other behavior deemed inappropriate by the Division

Article 8 Matters unaddressed herein shall be subject to the provisions of the NCHU Regulations Governing the Management, Use, and Rental of University Venues and Equipment.

Article 9 The Division shall take charge of the oversight and implementation of the provisions stipulated herein. To resolve any matters unaddressed herein, the Division may call a Business Startup and Incubation Committee meeting to amend these Regulations at any

time.

Article 10 These Regulations and any amendments made hereto shall be implemented upon passage by the Business Startup and Incubation Committee and approval of the NCHU President.